

## JOB DESCRIPTION

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<b>JOB TITLE</b>	<b>Market Stall Erector (CASUAL)</b>
<b>RESPONSIBLE TO</b>	Market Manager
<b>JOB SUMMARY</b>	To undertake the erection and dismantling of Market Stalls
<b>SALARY</b>	Hourly rate – minimum wage
<b>HOURS</b>	3 or 6 hours per day on an ad-hoc basis covering sickness, annual leave or as required. (working days Tuesday & Saturday)
<b>LOCATION</b>	High Street, Leighton Buzzard

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### DUTIES AND RESPONSIBILITIES

1. To undertake the erection and dismantling of Market Stalls to an agreed plan on Market days.
2. To store stalls in a neat and orderly fashion in the store provided.
3. Understand the Council's Health and Safety Policy and understand your responsibility and comply with the requirements.
4. Maintain confidentiality at all times in respect of Council-related matters and prevent disclosure of confidential and sensitive information.

**PERSON SPECIFICATION**

<b><i>Attributes</i></b>	<b><i>Essential</i></b>	<b><i>Desirable</i></b>
Education and Training	N/A	Manual Handling / Lifting of heavy weights Working at heights - step ladder use
Relevant Experience	N/A	
Knowledge	Ability to erect modular market stalls in the required configuration.	Local knowledge of Leighton Buzzard  Familiarity with Health and Safety regulations.
Skills & Abilities	A willingness to operate as a member of a team	Able to demonstrate an ability to prioritise tasks  Willingness to undertake further training as appropriate
Other Attributes	Self motivated and pro-active  Possess a positive and flexible approach to work  Possess a friendly and helpful disposition  Ability to work with minimal supervision  Able to work outdoors in all weather  Able to undertake lifting and handling of equipment and heavy items	Willingness to undertake First Aid training/Current First Aid Certificate  Possess a full clean driving licence

Working Hours – Tuesday 6; Saturday 6

Leighton-Linslade Town Council is an equal opportunities employer.

This is a description of the job as it is at presently constituted. It is the practice of this Council to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. Management, in consultation with the employee, conducts this procedure. It is the Council's aim to reach agreement to reasonable changes, but if agreement is not

possible the Council reserves the right to insist on changes to your job description after consultation with you.

Name of Postholder

Signature of Postholder

Signature of Line Manager

Signature of Town Clerk

Date